



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**



Update



Formal Review

Date Submitted _____

SECTION I - Identification

Working Title: Innovative Contracting Engineer

Department: Transportation

Job Code Number: 172517

Division & Bureau: Engineering Division
Construction Engineering Services Bureau

Job Code Title: Civil Engineering Specialist

Section & Unit: Constructability Review
Section

Pay Band: 7

Work Address: 2701 Prospect Ave.
Helena, MT 59620

Position Number: 32092

Phone: 406-444-



FLSA Exempt



FLSA Non-Exempt



Non-Union



MPEA



Blue Collar

Profile Completed By:

Jake Goettle
Constructability Review Section Supervisor

Work Phone:

406-444-6015

Paul Jagoda
Construction Engineering Services Engineer

406-444-2413

Work Unit Mission Statement or Functional Description: The Highways and Engineering Division prepares projects for bidding and coordinates highway construction. The Division is made up of the Materials, Construction Administration Services, Construction Engineering Services, Contract Plans, Materials, Right-of-Way, Bridge, and Preconstruction Bureaus; the CADD Systems and Engineering Management Support sections; and five District Construction Offices in Missoula, Butte, Great Falls, Glendive, and Billings for budget and workforce purposes.

Personnel in the construction program are responsible for some aspects of preconstruction activities and supervising highway construction from the time a project is ready to be let, through the bidding and awarding process, and until the project is completed and the work approved. The Construction Engineering Services Bureau ensures roads and bridges are built or reconstructed to established standards and reviews, evaluates, and reports on compliance of projects with policy, procedures, plans, and specifications for highway and bridge construction projects statewide; investigates and develops solutions to complex construction problems and deficiencies; provides professional and technical

construction and contract administration advice to Districts, District Construction Engineers, Bureau Chiefs, and designers; investigates and analyzes engineering aspects of contract claims; researches, analyzes, and develops policies and procedures to mitigate conflicts and provide effective contract administration; reviews preconstruction reports, plans and specifications to ensure constructability of projects and reduce change orders and claims; coordinates and conducts post construction reviews of completed projects; implements and manages the Design Build Program; develops, oversees, and manages the Value Analysis Program; develops, oversees and participates in project Feasibility Studies; develops and manages the contractor prequalification program; and develops and manages innovative contracting methods.

Describe the Job's Overall Purpose: This position is the Innovative Contracting Engineer for the Constructability Review Section of the Construction Engineering Services Bureau. The position is responsible for developing and managing the statewide Design-Build (DB) program; developing and managing the Construction Manager/General Contractor (CM/GC) program; developing and managing the innovative contracting methods; developing and administering the agency Value Analysis (VA) program; developing and administering constructability reviews, plan reviews, technical assistance, quality control, post construction review and project feasibility studies; serving as agency lead to ensure that future project implementation is based on lessons learned; and developing and managing the contractor prequalification program. The position reports to the Constructability Review Section Supervisor (position 80023) and does not directly supervise others.

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

% of Time

A. Innovative Contracting Engineer

50%

Develop, implement, and oversee the Department's Innovative Contracting methods. Innovative Contracting is any alternative contracting method that does not follow standard design-bid-build and low bid award. Innovative Contracting methods may include Design Build, Construction Manager/General Contractor, Indefinite Delivery/Indefinite Quantity, cost plus time bidding, lane rental, incentive/disincentive, etc. Research Montana Statutes and determine allowable innovative contracting methods. Draft legislation for all Innovative Contracting methods that are not allowed by current Montana Statute. Coordinate the development of innovative contracting methods and guidelines with all affected parties including Montana Contractors Association, FHWA, Consultants, local agencies, etc. Continually monitor and update Innovative Contracting methods that are being used. Research and analyze the Innovative Contracting practices of other states, FHWA, AASHTO, Design Build Institute of America, state and federal legislation, and standards of the highway engineering and construction fields. Assures MDT's Innovative Contracting program meets federal requirements to attain federal funds.

1. Develop, oversee, and manage the Design-Build (DB) program. Determine if contracting specific projects using the Design-Build methods will benefit MDT and MDT's customers (i.e., time savings, cost savings or quality improvement). Update and obtain MDT and FHWA approval of the detailed MDT Design-Build Guidelines. This includes developing program guidelines and keeping them updated through research and analysis of the practices of other states, information from the FHWA, Design-Build Institute of America, state and federal legislation, and standards of the highway engineering and construction fields. When implementing innovative DB practices, the position must also consider a myriad of Montana-specific factors including the size of projects, construction season, in-house and external resources, and the capacity of the contracting community.

2. Develop, oversee, and manage the Construction Manager/General Contractor (CM/GC) program. Determine if contracting specific projects using CM/GC will benefit MDT and MDT's customers (i.e., time savings, cost savings or quality improvements). Draft legislation to allow MDT to use CM/GC Contracting. Develop and maintain detailed CM/GC Guidelines through research and analysis of the practices of other states, FHWA, AASHTO, Design Build Institute of America, state and federal legislation, and standards of the highway engineering and construction fields. This includes developing the guidelines by coordinating with all affected parties (i.e., Montana Contractors Association, Consultants, FHWA, local agencies, etc.).
3. Serve as the primary point of contact for MDT Innovative Contracting activities to ensure MDT staff, consultants, and contractors are aware of program requirements and technical considerations; provide training and guidance on new design and construction methods; and ensure MDT staff and contractors can provide the necessary design and construction services, including contract administration.
4. Lead Innovative Contracting Teams composed of subject matter experts from appropriate MDT functional units & FHWA in developing and establishing the selection criteria of Innovative Contracting projects, coordinate the advertisement of projects, review and evaluate qualifications and proposals, and make recommendations to the Selection Committees for award.
5. Develop criteria to determine the end result or outcome of Innovative Contracting projects including construction, engineering, and inspection as part of the contractor responsibilities. Evaluate inspection options (e.g., consultant inspection, MDT hiring consultants, or MDT staff inspection).
6. Coordinate the advertisement and selection processes including requesting Statements of Qualification from Firms to determine the Firms ability and interest in performing Innovative Contracting projects. This includes developing proposed project descriptions, distributing project information to firms, developing selection guidelines and coordinating the development of RFPs, requesting technical and price proposals, evaluating technical proposals and providing evaluation results and other relevant information to the Selection Committee for their use in recommending an award.
7. Coordinate the development of the Request for Qualifications, Request for Proposals (RFP) and the Design and Construction Criteria Package (DCCP) to address qualifications, design, procurement, installation, integration testing, training, and warranty requirements.
8. Provide technical assistance and guidance to Engineering Project Managers and contractors throughout the course of Innovative Contracting projects.
9. Evaluate the effectiveness of Innovative Contracting projects to determine if project objectives are met and to identify effective practices for inclusion on future projects, specifications and policies. This includes evaluating project outcomes in context of the criteria in the RFP/DCCP and proposals, identifying the benefits, monitoring materials testing and inspection as well as project review.
10. Identify effective materials, design, or construction practices resulting from innovative contracting projects for inclusion in MDT specifications and ensure that any project problems identified are addressed in future project plans and RFPs.
11. Coordinate Innovative Contracting Training for MDT staff to enhance and improve staff competencies, effectively implement new procedures and technologies, explain new regulations

and requirements, ensure uniformity, and provide other information and instruction as necessary. This includes assessing training and information needs based on new processes and policies, identifying approaches to meeting these needs and monitoring the implementation of training and instructional activities.

B. Value Analysis Program

20%

Assist with the development, implementation and management of the agency's Value Analysis (VA) program to provide a function-oriented, systematic, team approach to eliminate and prevent unnecessary costs or to add value to projects. ???delete or not???

1. Maintain a VA Program Manual that includes the policies for nomination, review, and inclusion of projects in the VA program and to ensure effective implementation of VA concepts and objectives. This includes developing new specifications, processes, and policies to implement the VA program considering MDT specific factors. Oversee and coordinate Project Selection criteria and processes including establishing specific criteria and guidelines for selecting highway projects for VA studies.
2. Oversee the development of VA criteria and program procedures to approve or reject recommendations, ensure the prompt review of VA recommendations by staff offices whose specialty areas are implicated in proposed changes and by offices responsible for implementing accepted recommendations, and ensure reviews are performed promptly to minimize delays to the project schedule.
3. Develop project VA teams based on project requirements and involvement, and the expertise of various other MDT staff to identify the function of a product or service, establish a worth for that function, generate alternatives through the use of creative thinking, and provide the needed functions to accomplish the original purpose of the project, reliably, and at the lowest life-cycle cost without sacrificing safety, necessary quality, and environmental attributes of the project. ???delete or not???
4. Coordinate and direct value analysis studies to ensure they follow recognized systematic problem-solving analysis processes that are used throughout private industry and governmental agencies. This involves directing multi-disciplinary teams consisting of individuals from different specialty areas including internal and external entities ???delete or not???. Ensure studies conclude with a formal report outlining the study team's recommendations for improving and/or reducing the overall cost of the project.
5. Resolve project problems as early as possible by organizing Project Feasibility Studies to achieve an agreement between the involved parties as to how a particular project will be scoped. Utilize the systematic approach and tools of the value analysis methodology to resolve scoping issues and build genuine consensus. This involves coordinating with the Project Design Manager and Design Team on significant consensus problems, organizing feasibility studies, and assembling appropriate documents. Coordinate and direct studies and the development of recommendations and implementation for project scope changes.
6. Evaluate projects and conduct post-construction reviews to determine if VA recommendations were properly implemented and to determine if innovations actually improved cost effectiveness or improved quality. Incorporate effective VA processes into MDT specifications and/or future project plans as appropriate.

C. EVALUATION OF CONSTRUCTION PLANS, SPECIAL PROVISIONS, POLICIES, AND PROCEDURES

15%

Conduct professional engineering reviews of plans and special provisions for proposed and active road construction projects to determine whether proposals are viable (prior to advertising); review

submittals; ensure compliance with professional, state, and federal standards; and develop and maintain standard specifications for roads. Review project plan components including sequence of operations, availability and use of materials, and engineering design. Conduct evaluations of construction policies, procedures and specifications to assure that MDT practices, standards, and specifications are contemporary with industry standards and are cost-effective. This work requires thorough knowledge of the concepts, theories, and practices of civil engineering, mathematics, and the physical sciences including surveying, traffic engineering, road design and construction engineering, and safety design; highway construction methods, specifications, standards, and regulations; and materials, testing methods, safety practices, environmental engineering, public administration, ADA standards, program management, contract administration principles, technology advances, computer program principles and departmental policies. The work requires skill and ability in interpreting plans, special provisions, and specifications; developing solutions to complex and unique engineering and field construction problems; and communicating effectively verbally and in writing.

1. Conduct initial review and comprehensive assessment of construction plans prepared by others to determine the level of compliance with policies, regulations, and standards. This involves conducting research into past department projects and precedents; assessing current materials, level of effort, and design resource requirements and economics; performing advanced project modeling work using engineering concepts and computer tools; examining and synthesizing complex materials reports, plans, site characteristics to determine adverse effects and solutions and assessing various project construction methods to ensure compliance with state and federal requirements.
2. Review highway project proposals, project precedents, engineering designs, recent developments and innovations, and project needs to assess the time and cost parameters of proposed projects, ensure that proposals are compatible with past projects, and determine whether or not project objectives and outcomes are well-defined. Identify areas of non-compliance and recommend solutions, amendments, or delays as appropriate.
3. Develop solutions to a broad range of engineering deficiencies and contract administration problems to facilitate timely project completion and ensure compliance with federal and state construction and contract requirements. This involves coordination with engineering and design professionals and the theoretical application and testing of engineering concepts to assess the feasibility of various alternatives.
4. Evaluate proposed design, materials, and engineering aspects of plans to determine compliance with professional engineering, construction, design, and safety standards (e.g., equipment widths, gradations, etc.); and ensure compliance with established state and federal contract, materials, and construction requirements. Coordinate viable solutions.
5. Attend and conduct reviews for specific project elements and special design considerations by contractors, department personnel, and other state and local agency personnel as necessary. This involves providing expert advice on road and surface engineering issues, resolving discrepancies and differing views, and attaining agreement or consensus on design solutions to engineering problems.
6. Report on deficiencies and recommend corrective action to engineering project managers and District construction engineers. Write objective reports on each project review for the FHWA, Construction Bureau, and District documenting contract changes, engineering concerns, and other pertinent project information.
7. Provide technical consultation and advice to Districts and design staff on highway engineering, design standards, and material requirements to identify how they relate to project needs and

activities. Develop unique solutions to large and specialized material procurement processes by analyzing the scope of proposed projects and interviewing project managers, designers, construction staff, and other specialized professionals to synthesize information regarding project needs. Develop changes in preliminary scope of work and draft project clarifications and addenda.

8. Review engineering design specifications, standards, and contract administration policies to develop recommendations to make them more efficient and effective, and evaluate inspection practices to keep them current with industry standards. This involves research and assessment of professional standards and industry developments, assessing past project experience and contractor input, and developing new standards based on input from a broad range of MDT, FHWA, and other specialists.
9. Perform analysis of value-engineering proposals to determine if similar project results (e.g., structural integrity, useful life, maintenance requirements, etc.) can be attained in a more cost-effective manner. Review and assess proposed design alternatives to determine optimum locations and design features for projects. Ensure proper engineering judgment and theory is used along with design standards to determine the most cost-effective design that addresses the safety needs of the traveling public.

D. FIELD PROJECT REVIEW, OVERSIGHT, PROFESSIONAL AND TECHNICAL ASSISTANCE

10%

Evaluate assigned projects through field reviews during each major project phase; oversee and evaluate specification requirements, material sampling, and testing; coordinate or conduct investigations of construction and specification deficiencies; expose engineering problems and develop alternative and innovative solutions to engineering problems; provide advice and professional engineer services and technical assistance to a variety of parties; have direct presence on projects and mentoring responsibilities; develop and promote uniform contract administration measures; and evaluate contractor claims and recommend appropriate responses to ensure compliance with established policies, regulations, plans, and specifications and ensure uniform statewide contract administration, conformance to standards, and continued federal funding of projects. Provide engineering and contract administration guidance to districts, other bureaus, and legal staff to ensure uniform compliance with department policies, specifications, special provisions, and construction and inspection procedures. Provide guidance and engineering expertise on contract claims management issues and provide proper documentation of engineering data and facts. This work requires thorough knowledge of the concepts and theories of civil engineering and the physical sciences; road, hydraulic, traffic, and safety design; geology; environmental rules and regulations; engineering policy and accepted practices; industry standards; AASHTO design codes; federal, state, and local laws, regulations, and practices; contract claims, contract law and contract administration techniques and practices; skill and ability in interpreting and reviewing construction plans and determining relevant facts, the policies and procedures of all sections within the Construction Bureau; and a working knowledge of the functions and policies of other divisions and work units within the department as well as individual contractors' business practices.

1. Evaluate assigned projects through field reviews during each major phase of construction (or on call-outs requested by design units and construction staff) and provide professional and technical assistance to department staff and contractors to ensure compliance with established policies, regulations, plans, and project specifications. This involves investigating and analyzing construction deficiencies in order to form conclusions or identify areas needing further research by specialty work units, coordinating problem resolution between work units, and monitoring overall progress of projects.

2. Oversee and evaluate material sampling, testing, certification, documentation and specifications to ensure quality concrete, plant mixes, aggregates, and other materials according to established policies, regulations, plans, and project specifications.
3. Analyze and evaluate construction material acceptance test results to ensure accuracy and completeness and determine the level of compliance within established plans, specifications, and quality assurance measures.
4. Coordinate or conduct investigations of actual or potential construction deficiencies (e.g., lack of equipment, materials, etc.) during grading, aggregate surfacing, and asphalt surfacing phases as necessary to rectify deficiencies. This involves coordinating with road and bridge designers, materials engineers, and other specialists required for deficiency investigations, reporting on findings, and recommending mediation and/or enforcement actions.
5. Develop alternatives and innovative approaches to complex engineering problems (e.g., unexpected site or environmental conditions, design flaws, safety concerns, aesthetic problems, etc.). This involves advanced engineering design, research, and coordination among various department work units to identify and resolve construction or design deficiencies.
6. Provide engineering oversight and guidance to Districts and design staff on road, environmental, design standards and materials requirements to identify how they relate to project needs and activities. This involves conducting research into project alternatives and requirements to develop responses to identify suitable product or service alternatives that may be more cost-effective. Develop changes in scope and draft clarifications and addenda. Provide mentoring services. Provide engineering design advice and technical assistance to District Offices, county commissioners, individuals, contractors, and others regarding project design and construction practices; contractor monitoring; and construction regulations, codes, and criteria.
7. Develop and promote uniform contract administration measures related to materials, procedures, safety measures, and other project elements to ensure full compliance with all requirements for federal aid. Monitor the effectiveness of contract administration policy and procedures and make recommendation to improve efficiency or cost effectiveness.
8. Act in advisory capacity in a litigious environment and situations and evaluate contractor claims to determine the merits of individual claims regarding contract requirements, delays, financial settlements, and other issues associated with specific projects. Provide advice and guidance to Districts on the evaluation and analysis of contract claims (i.e., policy, precedents, engineering and materials specifications, etc.). Review liquidated damage recommendations for construction projects. This involves researching, compiling, and presenting pertinent information in professional and accessible formats; conducting investigations of claims, plans, and specifications; documenting findings; developing legally defensible conclusions; and recommending appropriate actions.
9. Correspond with state and federal agencies to obtain or furnish information regarding construction projects and MDT and federal standards and requirements for design and construction specifications. Provide assistance to cooperating agencies on engineering design, materials, contract administration and related activities. Maintain liaison between Field construction crews, FHWA and design personnel to foster effective communications. This includes conducting joint reviews with FHWA and coordinating problem resolution and follow-up. Serve as a contact and information point for district staff and other MDT divisions on construction standards and specifications. This involves answering questions on a variety of issues including engineering design; ensuring the distribution of current, accurate project information; answering questions and responding to inquiries regarding project status, and

developing and presenting technical and contract administration information at construction seminars and other training sessions.

10. Compile analytical reports covering any or all construction aspects of construction reviews, delineating problems and recommending corrective actions. Disseminate and discuss findings with the Bureau Chief, Engineering Manager, field staff, and other agency engineers to initiate corrections, deliberate alternatives, and implement solutions. This involves interpretation of plans and specifications, and assessing various options to resolve construction problems to identify the most cost-effective way to attain project results, compliance with specifications and provide recommendations to enhance the quality of design and construction. Research and compile legislative statements and fiscal notes.
11. Review requests for change orders and provide preliminary change order approval. This involves determining whether proposed changes are within the scope of the original agreement; negotiating terms of change orders; calculating time and cost impacts of proposed changes; evaluating designs and plans for adherence to contracted terms and overall adequacy, quality, and safety; and consulting with specialty work units in the department regarding design or other problems.

E. Other duties as assigned

5%

Perform a variety of other engineering, project management, and other activities as assigned by the Construction Engineering Services Engineer, Construction Engineer, and Construction Administration Engineer in support of the department mission and division objectives. This includes exchanging information with contractors, agency staff, and the public; providing training, education, and professional and technical assistance; directing special projects, planning scheduling and directing meetings, committees and panels; and attending on going education and training as directed.

1. Oversee, direct, plan, and schedule various meetings, technical panels, committees, post construction reviews, and training sessions that help reach our Department's goals and objectives. Develop reports to synthesize findings and conduct follow up to ensure information attained is effectively communicated throughout the Department, foster effective communications, consistent administration, improve internal and external cooperation, and explore innovative techniques to reach and improve department goals and objectives and maximize cost effectiveness and strengthen credibility.
2. Serve as the Constructability Review Section Supervisor in his/her absence.

1. The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

1. Innovative Contracting development, implementation and oversight to include Design Build, CM/GC, and other;
2. Value Analysis engineering; and
3. Constructability Review and Construction Review.

The following mental and physical demands are associated with these essential functions:

- Operating a personal computer.

- Communicate in writing, in person and over the phone.
- Field work is conducted in all kinds of weather conditions; in and around heavy traffic; in and around construction equipment and facilities with extensive noise, dust, smoke, fumes, high temperatures and hazardous materials.
- Travel throughout the state (in excess of 15,000 miles per year) to highway project locations to oversee multiple sites and out of state travel by airline to national conferences and meetings.
- Walking and standing on back-slopes, in-slopes, and structures under various stages of construction.
- Ability to multi-task.
- Making decisions in a timely manner so as to not have a negative effect on design and construction operations.
- Investigate or develop solutions within short and inflexible time frames.
- Regularly involves contentious situations regarding enforcement of policies, procedures and standards.
- Demands for accuracy in all aspects of work.
- Ability to meet inflexible deadlines.
- Decision making that affects public health and safety.
- Complex mathematics including statistical analysis.
- Comparing data.
- Compiling information, Analyzing, Coordinating, Synthesizing, Negotiating, and Instructing.
- Public speaking.

2. **Does this position supervise others?** ☐ Yes ☒ No

Number directly supervised:

Position Number(s) of those supervised:

3. **Attach an Organizational Chart.**

<http://mdtinfo.mdt.mt.gov/other/orgcharts/internal/engineering/engineering.htm>

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE: The position requires knowledge of the concepts and theories of civil engineering, mathematics, Value Analysis and Innovative Contracting theories and practices; the physical sciences, highway, bridge and structure design, pre-stressed concrete; the methods and practices of bridge or structure construction and construction engineering; design, topographic and cadastral surveying; engineering policy; materials properties, specifications and test methods; construction safety practices; contract law and administration; hydraulic and traffic engineering; highway economic, safety, and efficiency issues; research methods and techniques; highway construction methods; environmental rules and regulations; and project management and documentation.

SKILLS: The position requires skill in reading and interpreting complex plans, specifications and contract documents; project management; drawing conclusions and making recommendations; assessing construction plans and projects; communication and negotiation; developing and administering a variety of diverse projects and functions; and developing ideas and solutions for complex problems.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable: The minimum education required is a Bachelor of Science degree in Civil Engineering or a directly related engineering field.

Other education, training, certification, or licensing required (specify):

Registration as an Engineer Intern in Montana is required.

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|-------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input checked="" type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional):

The position requires two (2) years of progressively responsible construction engineering and/or preconstruction engineering experience including Innovative Contracting, Value Analysis, Design, and Construction experience.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

- ☐ Yes ☒ No

Alternative qualifications include:

SECTION IV – Other Important Job Information

- | | |
|--------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
|--------------------------------------------|-------------------------------------------------|



Background check



Other; Describe

Other information including working conditions such as shifts, lifting requirements, travel or hours.

The work performed may include the investigation of sites where unknown and potentially hazardous substances and conditions are encountered. The position involves travel throughout the state (in excess of 15,000 miles per year) to highway project locations to oversee multiple sites and may be called out on short notice to investigate or develop solutions within short and inflexible time frames. The field work involves hazards and demands associated with an active road construction site including exposure to asphalt fumes, traffic, weather, loud noises, and overhead construction equipment; traversing rough terrain; and extreme weather and driving conditions.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

/Designee

Chief Human Resources Officer
Human Resources Division

Signature: _____ Date: _____